

Creating a spare gmail address

Mendlesham Computer Club

By Giles Godart-Brown

Why create a spare address?

- Keep shopping receipts, offers and newsletters separate
- Use it when a website asks for an email address
- Reduce clutter in your main inbox
- You can stop using it if it attracts too much unwanted mail
- A spare address does not guarantee privacy or stop all spam, but it does stop it getting in your normal inbox

Before you start

- Use a decent internet connection for your computer or phone
- Think of a name for the new address;
 - beware, all the simple ones will already be taken
 - use a real name that you remember e.g. fathers name
- Think of a strong password that you do not use elsewhere
- You will need a recovery phone number and email

Create the account

- Open the official Gmail website: [myaccountgmail.com](https://myaccount.google.com).
- If you already have an account, click on the user icon and select “Add another account” otherwise choose “Create account” and follow the prompts.
- Enter the requested details
- Choose a Gmail address; try another if it is unavailable - type the address yourself rather than following an advert or an unexpected link.
- Create a strong password and complete any checks.

Protecting the account

- Use a unique password — not the one for your main email
- Add recovery details and keep them up to date
- Use Google's two-step verification
- Never share a password or one-time code with anyone
- Check the website address before entering details

Try it out

- Sign in to gmail in your browser with your new credentials
 - NOTE Chrome allows you to see multiple accounts
- Send an email to your normal email address
- Sign into your normal email and check the email arrived
- Send an email from your normal address to your spare

What may go wrong

- The address you want is already taken - keep trying till you find one you like
- You forget the password - click on the button and follow the instructions
- No verification code - check its being sent to the correct mobile phone number
- Cannot find a message - check spam
- A link looks suspicious - DON'T CLICK IT
- If you need help, try the official help pages at support.google.com/accounts
- If you do not use the account in 2 years, Google will delete it